



FEDERAL OCCUPATIONAL HEALTH

a component of the US Public Health Service
Department of Health and Human Services



Personal Emergency Preparedness

The threat of terrorist incidents remains high. No location or individual remains immune. Recent events have confirmed that preparation for terrorism should be built on systems of thinking and planning ahead. The responsibility to meet such situations lies with all of us.

This document is intended to raise awareness of Federal employees and their families of the need to plan for potential incidents and enhance their capacity to effectively manage potential risks to their environments.

Emergency preparedness is a shared responsibility. With well-prepared Federal employees, we will ultimately enhance service to our citizens.



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PRIOR TO AN ATTACK	EXAMPLES OF COMMON TERRORIST TARGETS
<ul style="list-style-type: none">✓ Prepare for the possibility of a terrorist incident in your area, stay informed.✓ Adapt, as appropriate, the same techniques used to prepare for tornadoes, fires, and other emergencies.✓ Be prepared and observe your environment. Terrorists most often strike with little or no warning.✓ Use caution when you travel.✓ Locate stairways and emergency exits and develop plans for evacuating buildings, subways, and crowded public areas.✓ Develop a Family Emergency Plan.✓ Assemble and maintain an Emergency Supply Kit.	<ul style="list-style-type: none">• Airports• Government buildings• Hospitals• Tourist attractions• Transit systems• Military bases• Embassies• Arenas, stadiums• Educational institutions• Communications networks• Utilities, power plants
IN THE EVENT OF AN ATTACK	RADIATION EXPOSURE
<p>Explosion</p> <ul style="list-style-type: none">✓ Remain calm.✓ If objects begin to fall, take cover under a desk or sturdy table.✓ Exit the building as quickly as possible. <p>Trapped in debris</p> <ul style="list-style-type: none">✓ Tap on a pipe or wall so that rescuers can hear where you are.✓ If possible, use a flashlight or whistle to signal rescuers regarding your location.✓ Cover your mouth with a handkerchief or clothing.✓ Stay in your area so that you don't kick up dust. <p>Fire</p> <ul style="list-style-type: none">✓ Stay low to the floor at all times and exit the building as quickly as possible.✓ Use a wet cloth to cover your nose and mouth.✓ Use the back of your hand to feel closed doors. If the door is not hot, brace yourself against the door and open it slowly. Do not open the door if it is hot. Seek another escape route.✓ Use appropriate fire exits and stairs, not elevators	<p>Highest-risk areas are those in which buildings are likely to be destroyed by blast or fire, or where a person would be in the open for the first 2 weeks.</p> <p>Shielding</p> <p>Place the most heavy, dense materials available between you and the source of the radiation.</p> <p>Distance</p> <p>The more distance between you and the source of the radiation, the less radiation you will receive.</p> <p>Time</p> <p>Most radioactivity loses its strength fairly quickly. Limiting the time spent near the source of radiation reduces the amount of radiation exposure you will receive.</p>



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COMMON EMERGENCY PROTECTIVE ACTIONS **Shelter-in-Place or Evacuation**

Shelter-in-place means to stay indoors.

If shelter-in-place is recommended, move all people and pets inside. Local officials will provide instructions on necessary actions. These can include:

- ▼ Closing all windows and doors.
- ▼ Taking emergency supply kit with you.
- ▼ Turning off air-conditioning, ventilation systems.
- ▼ Closing fireplace damper.
- ▼ Taping around doors, windows, exhaust fans, or vents.
- ▼ Wetting towels and place in crack under door.
- ▼ Staying away from windows.

Stay in the room and listen to emergency broadcasts on radio and TV until told to evacuate.

Evacuation means to leave the area of actual or potential hazard.

- ▼ If an evacuation is ordered, follow the instructions of local officials regarding evacuation routes and the location of shelters.
- ▼ Take emergency supply kit with you.
- ▼ Close car windows and air vents and turn off heater or air conditioner.



EMERGENCY PLANS AND SUPPLY KITS

FAMILY EMERGENCY PLAN	EMERGENCY SUPPLY KIT
<ul style="list-style-type: none">▼ Learn what possible emergency events could take place and discuss the dangers with family members.▼ Take steps to prepare your family for disaster such as:<ul style="list-style-type: none">▼ Posting emergency phone numbers.▼ Selecting local and out-of-state family contacts.▼ Assembling emergency supply kits for each member of your household.▼ Having a family meeting to discuss what each member would do, and how you would connect if separated.▼ Keeping important records in a safe place. <p>Practice your Family Emergency Plan so that everyone will remember what to do if a disaster does occur.</p>	<ul style="list-style-type: none">▼ Battery-powered radio, flashlights, batteries▼ Whistle▼ First aid kit and manual▼ Extra set of keys▼ Extra pair of glasses▼ Copies of documents (medical cards, passport, bank account numbers, insurance policies, birth and marriage certificates and names, addresses and telephone numbers of doctors)▼ Water (1 gallon per person per day)▼ Food (canned, no-cook, packaged snacks)▼ Vitamins▼ Manual can opener▼ Cash and credit cards▼ Change of clothing, rain gear and sturdy shoes▼ Blankets or sleeping bags▼ Fire extinguisher▼ Large plastic bags for trash, waste, water protection▼ Toilet paper and paper towels▼ Personal items▼ Cell phone and charger
<p style="text-align: center;"><u>PET PREPAREDNESS</u></p> <p>Preparing ahead of time and acting quickly are the best ways to keep your animals out of danger. They depend on you to be prepared in the event of a disaster situation. Check with your veterinarian for specific information on disaster preparedness.</p> <p>Your pet emergency kit should include a bowl, food, pet medication, travel cage, kennel, leash, blanket for bedding, plastic bags and paper towels for disposing of waste, immunization records, pet medical history, and a favorite toy.</p>	



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PREPAREDNESS FOR PERSONS WITH SPECIAL NEEDS

- ▼ Contact your local emergency information management office. Many local emergency management offices maintain registers of people with disabilities so they can be located and assisted quickly in a disaster.
- ▼ Consider getting a medical alert system.
- ▼ Team up with a family member, friend, neighbor, or other available person who can assist you, and be sure they are familiar with your special needs.
- ▼ Determine the locations of wheelchair accessible emergency shelters, if necessary.
- ▼ Find out the locations of emergency shelters that do or do not accept service animals.
- ▼ Prepare a kit (in addition to emergency kit) that includes a 14-day supply of all medications. Include medical information (e. g., detailed information about the specifications of your medication regime, a list of the style and serial numbers of medical devices such as pacemakers, names and locations of doctors, diagnosis if relevant, special food requirements or allergies, etc.).
- ▼ Have oxygen, catheters, and other medical or special equipment on hand.
- ▼ Store back-up equipment, such as a manual wheelchair, at a neighbor's home, school, or workplace.
- ▼ Prepare for the requirements of your working service animal, and be aware they may become disoriented in an emergency.
- ▼ Within reach of your bed have a flashlight, shoes, wheelchair, or cane—whatever you need (including any mobility devices) to get out of bed and move around.
- ▼ Have a whistle attached to a flashlight, and one also in your emergency kit. This will help attract attention to your location.
- ▼ If you require respirators or other electricity dependant medical equipment, make prior medical arrangements with your physician. Also, register in advance with your local power company.
- ▼ If you require oxygen, check with your supplier about emergency plans. If you have a severe speech, language, or hearing disability:
 - Store a writing pad and pencils to communicate with others.
 - Remind people that you cannot hear and ask them to be your source of emergency information as it comes over their radio or TV.



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EMERGENCY TELEPHONE NUMBERS

This address _____

This telephone number _____

Statewide Emergency Number	
Rescue Squad	
Ambulance	
Hospital Emergency	
Fire Department	
Police	
Highway Patrol	
Sheriff	
Poison Control Center	
Red Cross	
Family Doctor	
Pediatrician	
Dentist	
Father's Work	
Mother's Work	
Electric Company	
Gas Company	
Oil Company	
Water Department	
School(s)	
Day Care	
Local Contact/Phone Number	
Out of State Contact/Phone Number	
Other/Phone	
Other/Phone	

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